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Remarks: Attached, per your request, is the GS-07 Call Letter & DDO Evaluation Board Report for GS-07 Clerical Personnel. Sorry about the scribbling, but this particular memo was used as a format for our most recent Call Letter on this subject. [] says she will be glad to talk to you about any of this, if you wish.			
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FORM NO.
1-67

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19 April 1977

MEMORANDUM FOR: Division and Component Chiefs

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FROM : [redacted], Chairman
DDO Personnel Evaluation Boards

SUBJECT : Fiscal Year 1977 Evaluation of DDO Staff Clerical
Personnel in Grade GS-07

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REFERENCES : A. Personnel Evaluation System [redacted] Career
Service Handbook

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B. [redacted] Evaluation Board
Schedule, 14 February 1977

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[redacted] 1. Clerical staff employees at the GS-07 level will be evaluated by the DDO Competitive Personnel Evaluation Board during the period 18 May to 15 June 1977. The major objective of this exercise is to bring executive secretarial and clerical employees into the Directorate-wide competitive evaluation system. The rankings will identify the promotable, valuable contributors and the marginal employees. Such rankings will assist in matching the proper individual against Directorate clerical requirements, will afford advancement opportunities, and will help to eliminate the more extreme PRA situations in the clerical group.

2. The five pertinent sub-categories for the evaluation of clerical employees and the appropriate precepts for them are outlined in Chapter 18, Part 2 of Reference A, beginning on page 85. Components have been asked to match up clerical employees with one of these sub-categories, and a copy of the acknowledgement of the Evaluation Board Functional Category (Attachment A) must be included in the CMS and in the employee's component file by 22 April 1977. The diversity of clerical occupational titles makes it necessary to place the individual in the sub-category most closely approximating his or her career track. The sub-categories are X-1 (Secretarial), X-2 (Administrative Assistant), X-3 (Operational Support Assistant), X-4 (Intelligence Operational Research Assistant), and X-5 (Information Control Assistant).

3. Twenty-four months in grade as a GS-07 by 28 February 1977 is the time-in-grade guideline.

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[redacted]

4. Separate listings will be submitted for each functional sub-category (sample is Attachment B). These lists should include employees in grade GS-07 assigned to your component and employees who served the bulk of the fitness report period in your component. Because of possible transfers that might have taken place, some confusion could result unless consultation takes place between components concerned. Submissions in an original and one copy are to be addressed to Chief, CMS/PE, attention Vice Chairman/Secretarial-Clerical Personnel. Room GG-1907, and are due 2 May 1977. [redacted]

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a. Group I is a list of clerical employees (without reference to grade of slot they now encumber) recommended by the component for promotion, listed in rank order from high to low. While there is no quantitative limit to the numbers, it is expected that only those deemed fully qualified for promotion will be listed here.

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b. Promotion memoranda are not required. [redacted] dated 29 October 1976 and [redacted] dated 4 November 1976 will be revised to include GS-07 employees.

c. Group II is an alphabetic listing of those employees within time-in-grade requirements who are not deemed fully qualified for promotion by the component.

5. Although in the past clerical employees were not evaluated and ranked unless they occupied slots with headroom, this Board will be charged with the responsibility of ranking all GS-07 personnel who are within the time-in-grade guidelines.

6. The Board will review both the Official and the component files for each employee meeting time-in-grade guidelines. The components are responsible for assuring that their files are up-to-date, complete, and in the Boardroom by 6 May. [redacted]

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a. A current (as of 28 February 1977) fitness report and an updated biographic profile must be in each component file. The 28 February fitness report schedule for GS-07 personnel was cited in [redacted] and [redacted] dated 14 February 1977. A DOT changing the reporting period for Directorate GS-07 employees from 30 June to 28 February has been approved as well. If necessary, allowances can be made with respect to the updated biographic profiles. Current fitness reports, however, must be in place.

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b. Components will remove sensitive personal material from home base files and using component files before sending them to the Boards. If such information is pertinent to a fair and complete evaluation of the employee's performance and potential, the component should bring it to the attention of the Secretarial/Clerical Vice-Chairman for review and appropriate action.

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Attachments:
a/s

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